

TOWN OF HERNDON



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

APPLICATION FOR APPROVAL OF A SITE PLAN, REVISION OR A SINGLE LOT DEVELOPMENT PLAN (not for use with Temporary Use Site Plans)

Submittal of this form with original signatures is **required**. **PLEASE PRINT OR TYPE** (Unless otherwise indicated.)

For the purpose of operating/conducting (type of business):

Zoning of Subject Property:

Project Name:

Address of the Subject Property (including apt/suite #):

Detailed Description of the Proposed Use/Revision:

Lot area (site area):

Name and role of principal contact for this application
(property owner, agent authorized to act on behalf of
property owner, or contract purchaser):

Mailing Address:

E-mail address

Telephone #:

FAX #:

The undersigned hereby applies for and requests approval of a Site Plan under the provisions of § 78-202.6 of the Herndon Town Code.

I hereby affirm and certify that:

- *The information provided on this form is true and correct to the best of my knowledge.*
- *The requirements associated with this application have been read and are understood.*
- *The use and occupancy of buildings and/or the use of land noted above is proposed in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.*

Signature of Applicant (Property Owner, Contract Purchaser, or Authorized Agent)

Date

**APPLICATION FOR APPROVAL OF A SITE PLAN, REVISION
OR A SINGLE LOT DEVELOPMENT PLAN - continued**

TO BE SUBMITTED WITH THIS APPLICATION (Zoning Ordinance § 78-201.3)

- ☐ Name and title of all Co-Applicants (Property Owner(s), Contract Purchasers, and Agents Authorized to Act on Behalf of the Property Owner) with respective mailing addresses, telephone numbers, fax numbers, and e-mail addresses;
- ☐ A list of all waivers requested and the affected section of the Zoning Ordinance or public facilities manual for each waiver request. NOTE: Waiver requests must be included in all required public notification about the proposed site plan. There is a fee for each section of the Zoning Ordinance or Public Facilities Manual for which waivers are requested. See § 78-201..2 of the Zoning Ordinance, or see User Guide #23, *Fee Schedule*;

REQUIREMENTS FOR ALL APPLICATIONS (Zoning Ordinance § 78-201.3)

- ☐ A statement from the landowner authorizing an agent to act on their behalf (if applicable);
- ☐ If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;
- ☐ If a neighborhood meeting was held prior to application submittal, a statement indicating the date, time, location, invitation list, number of attendees, and outcome of the meeting;
- ☐ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed);
- ☐ Nine sets of plans or drawings prepared in accordance with the standards specified in the Zoning Ordinance;
- ☐ All other items listed in Zoning Ordinance § 78-201.3;
- ☐ Application Fee;
- ☐ Fees for review and inspection (where applicable - See User Guide #23, *Fee Schedule*);
- ☐ An RPA Permit if (a) Resource Protection Area zoning is located on the property; or (b) it is determined by the Zoning Administrator that an assessment is warranted because of the unique characteristic of the site or intensity of the proposed use or development.

Certification, in a form prescribed by the Zoning Administrator, that public notification regarding a public hearing has been given in accordance with §78-201.9, Public Notification, shall be submitted upon completion of proper notification by the applicant.

**APPLICATION FOR APPROVAL OF A SITE PLAN, REVISION
OR A SINGLE LOT DEVELOPMENT PLAN - continued**

For Office Use Only

Type of Application:

- ☐ Site Plan that Requires a Public Hearing
- ☐ Single Lot Development
- ☐ Minor Site Plan/Plan Revision
- ☐ Final Site Plan Associated with a GDP where the Town Council permitted administrative approval of the Site Plan
- ☐ *Note: for Temporary Use Site Plans, use the "Application for a Temporary Use Permit and Temporary Use Site Plan"*

Site is located in :

- ☐ the Floodplain Overlay District
- ☐ the Heritage Preservation Overlay District,
- ☐ the Chesapeake Bay Overlay District: Resource Protection District or Intensely Developed Area
- ☐ Downtown Transition Area
- ☐ Landmark Business Area

Received by:	Fee paid:	Date:	Case No.:
Tax Map Reference:		Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	
Date of Zoning Administrator signature shown on Site Plan cover sheet (final approval):			
Date of expiration of Site Plan if a Building Permit for at least one building in the development proposed is not approved (five years from the date of approval by the Zoning Administrator):			
Deadline for applicant to make a written request for an extension not to exceed six months (30 days prior to date of expiration):			